

## Instructions for Completing MSFC Form 3762 are on page 2.

SUPERVISORY/MANAGERIAL PROBATIONARY PERFORMANCE PROGRESS REVIEW <i>(Reference FPM Chapter 315, Subchapter 9; NASA Supplement 134) (See next page for Instructions)</i>			
NAME OF EMPLOYEE:			ORGANIZATION:
POSITION TITLE/GRADE::			DATE ASSIGNED:
<b>REVIEW PERIOD (Complete One)</b>			<b>SUPERVISORY TRAINING (Complete One)</b>
1st	FROM:	TO:	SCHEDULE TO BE TAKEN:   COMPLETED:
2nd	FROM:	TO:	
3rd	FROM:	TO:	
For each factor below place a "x" in the box containing the statement that best describes the employee being evaluated. The evaluation is to be based upon demonstrated performance during the probationary period as a supervisor/manager.			
<b>1. DELEGATION OF AUTHORITY</b>			
<input type="checkbox"/> Remains too much involved in the details of work, or delegates routine matters, but doesn't follow up to ensure accomplishment	<input type="checkbox"/> Delegates authority only for routine work follows up to ensure work is accomplished.	<input type="checkbox"/> Delegates authority commensurate with the capabilities of his/her staff; follows up to ensure accomplishment	<input type="checkbox"/> Delegates authority so to challenge the capabilities of his/her staff, controls work without encroaching on his/her delegations; recognizes that ultimate responsibilities remain his/her.
<b>2. ACCOMPLISHING PROGRAM OBJECTIVES</b>			
<input type="checkbox"/> Has difficulty getting the Job done, or, gets the job done, but not always on time.	<input type="checkbox"/> Gets familiar on-going programs or work done on time, sometimes needs help to install new work procedures or to get new programs off the ground.	<input type="checkbox"/> Can be relied upon to establish realistic program goals that are consistent with overall policies and objectives; meets assigned or established goals regularly and on time.	<input type="checkbox"/> His/her organizational unit can usually be relied upon to exceed normal program goals in all respects (quantity, quality and timeliness).
<b>3. MAKING ADMINISTRATIVE DECISIONS</b>			
<input type="checkbox"/> Has difficulty making even minor administrative decisions in a timely manner.	<input type="checkbox"/> Makes reasonably prompt and workable decisions in normal administrative situations.	<input type="checkbox"/> Makes decisions promptly and in accordance with the pertinent facts and circumstances.	<input type="checkbox"/> Decisions are consistently sound and timely and reflect consideration of the individual as well as the organization.
<b>4. DEVELOPING TEAMWORK</b>			
<input type="checkbox"/> Unable to weld his/her workforce unit team or channel their efforts toward accomplishment of common goals and objectives.	<input type="checkbox"/> Generally obtains the cooperation and support of his/her staff and is able to avoid damaging dissension within the group.	<input type="checkbox"/> Has the full support of his/her staff and achieves unit goals through combined team effort.	<input type="checkbox"/> Searches out ways to motivate Individuals, achieves a high degree of teamwork and "esprit de corps".
<b>5. DEVELOPING SUBORDINATES</b>			
<input type="checkbox"/> Does not recognize responsibility for staff development, or identifies developmental needs, but always puts operational needs ahead of them.	<input type="checkbox"/> Provides adequate orientation; identifies training needed to overcome current deficiencies and arranges for his/her people to get the training needed.	<input type="checkbox"/> Makes developmental assignments; identifies both short and long range organizational needs and provides the training to meet those needs on a timely basis.	<input type="checkbox"/> Provides training and developmental opportunities so that organizational needs will be met and, in addition, encourages self-development to broaden his/her staffs career prospects.
<b>6. USING RESOURCES - MANPOWER, MONEY AND MATERIAL</b>			
<input type="checkbox"/> Planning is governed solely by the availability of people and funds, does not consider whether best use is being made of resources.	<input type="checkbox"/> Shows concern for cost benefit effects when requesting and making use of allotted resources.	<input type="checkbox"/> Seeks ways to improve cost/ benefit ratios; adept at combining or consolidating to meet unit goals in spite of imitations or restriction of resources.	<input type="checkbox"/> Makes optimum use of resources under all circumstances; able to adjust resources to meet emergency or changing requirements with minimum adverse impact on unit output
<b>7. FAIRNESS AND OBJECTIVITY</b>			
<input type="checkbox"/> Tends to rely upon personal feelings or frequently fails to obtain complete information.	<input type="checkbox"/> Consistently fair and impartial non-crisis situations.	<input type="checkbox"/> Makes a conscientious effort to advance the legitimate interests of employees.	<input type="checkbox"/> Goes out of the way to be fair and objective, but maintains a balance between employees desires and the interests of the organization and the public.
<b>8. ANALYZING AND IMPROVING OPERATIONS</b>			
<input type="checkbox"/> Seldom questions existing methods or procedures; no regular system for unit self-evaluation.	<input type="checkbox"/> Usually recognizes procedural or work-flow problems, or has a plan for regular self- evaluation, but doesn't always follow through with required corrective action.	<input type="checkbox"/> Has a systematic method for unit self-evaluation and, to the extent authorized, corrects own work-flow, organizational or procedural problems.	<input type="checkbox"/> Unit self-evaluation is a regular, accepted part of the operation and the employees are encouraged to seek and suggest ways to improve unit productivity.
Performance progress review has been discussed with the employee. Areas needing improvement have been discussed and assistance in correcting them will be provided as set forth in the attached documentation.			
NAME/TITLE OF EVALUATING OFFICIAL:		SIGNATURE:	DATE:
NAME OF EMPLOYEE:		SIGNATURE:	DATE:

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**SUPERVISORY/MANAGERIAL PROBATIONARY PERFORMANCE PROGRESS REVIEW**  
(Reference FPM Chapter 315, Subchapter 9; NASA Supplement 134)

Upon initial appointment or promotion to a managerial or supervisory position an employee is required to serve a probationary period of one year. Performance progress reviews at three month intervals are required commencing at the third month after selection.

Successful completion of the probationary period is contingent upon satisfactory completion of the supervisory training courses mandated by OPM regulations.

Less than satisfactory performance requires, not later than the ninth month, formal notification to employee. When such action is required, the Evaluating Official should contact the next higher level supervisor and Personnel Specialist, Personnel Office.

If the employee's third review period is satisfactory or better, complete Certification for successful completion of the probationary period, MSFC Form 3761, Supervisory/Managerial Probationary Appraisal.